

AUTOMOTIVE MECHANIC

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible mechanical positions, the primary duties of which include the repair and maintenance of fire department vehicles and equipment. Employees of this class make repairs to the fire apparatus and fire apparatus equipment, perform maintenance tasks on fire department vehicles, test repairs from outside services and complete safety inspections as required. Fire Department Mechanics work independently in certain designated areas, with specific instructions for most duties. Employees of this class report to and have work reviewed by the Automotive Mechanic Supervisor.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to the position.

Perform maintenance, repairs or adjustments on various systems of fire department apparatus and vehicles including braking, cooling, fuel, drive train, lubricating, suspension, electrical and air conditioning systems. Install replacement parts to systems as necessary.

Perform maintenance and repairs to diesel and gasoline engines and to accessories on automotive equipment. Use automotive maintenance instruments in the maintenance or repair of fire automotive equipment. Repair fire apparatus fixtures, such as pumps. Diagnose mechanical problems from information supplied by fire suppression personnel.

Perform body repair work by repairing dents, priming and painting. Weld various items or temper steel in body repair work. Complete required safety inspections on all departmental vehicles.

Provide for the repair and maintenance on portable equipment, self-contained breathing apparatus, small power tools and any department equipment as required. Respond to alarms with additional needed equipment. Make repairs to fire apparatus or fire equipment at the emergency scene when necessary.

Inspect, test and ensure completed repairs from outside services on all vehicles and equipment, including communications equipment, were effectively accomplished.

Assist in the purchase of equipment and supplies, and maintain records in accordance with department procedures. Order and disburse inventory of supplies and equipment for the maintenance division.

Read service manuals, parts books, and any other written material necessary to determine how to perform required duties. Participate in any training required. Complete any forms and records required.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must present documentation indicating, at a minimum, that the applicant has met the minimum high school graduation requirements necessary to receive a high school diploma as

established by the state of Louisiana Board of Elementary and Secondary Education. Such documentation shall include at least one of the following: high school diploma, high school transcript, certificate of equivalency, affidavit from the issuing high school, college diploma, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for certification of graduation.

Must possess a valid driver's license.

Must not be less than eighteen (18) years of age.

Must have five (5) years of full-time experience repairing, rebuilding, and maintaining heavy equipment, diesel engines, hydraulic systems, and water pumps.

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